

SECRET
SECURITY INFORMATION

819

27 November 1953

MEMORANDUM FOR: DIRECTOR OF TRAINING

SUBJECT: Progress Report, Records & Registration Section, OTR
for the week of 19-25 November 1953

1. Students presently in full-time OTR courses in CIA installations: ✓

a. Basic Intelligence

| | |
|---------------------------------------|----|
| (1) Basic Intelligence Course (I) #15 | 23 |
| (2) Phase II #5 | 69 |
| (3) Phase III #6 | 46 |
| (4) Administrative Support Course #5 | 36 |

b.

25X1

c. Clerical

| | |
|---------------------------------|---|
| (1) Clerical Induction Training | 6 |
|---------------------------------|---|

TOTAL FULL TIME OTR COURSES

275

2. Students presently in part-time OTR courses in CIA installations:

a. Basic Intelligence

| | |
|--|----|
| (1) Reading Improvement Course #14 | |
| DDP Personnel | 19 |
| DDI & DDA Personnel | 31 |
| (2) Reading Improvement Course #1 | 50 |
| | 4 |
| | 54 |

b. Management

| | |
|-----------------------------|----|
| (1) Human Resources Program | 12 |
|-----------------------------|----|

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c. Clerical

| | | |
|-------------------------------------|----------|---------------|
| (1) Clerical Induction Training | 30 | |
| (2) Clerical Orientation Course #78 | 28 | |
| (3) Clerical Refresher Course #31 | | |
| Typing | 17 | |
| Shorthand | 24 | |
| English Usage | <u>4</u> | <u>45</u> 103 |

d. Language and Area

| | | |
|-----------------------------|------------|------------|
| (1) CIA Language Laboratory | | |
| Regular Classes | 97 | |
| Self-Study | <u>113</u> | <u>210</u> |

TOTAL PART-TIME OTR COURSES 379

3. Students presently in full-time external training: ✓

a. Defense Schools

| | | |
|--|---|----|
| (1) Air War College | 1 | |
| (2) Armed Forces Staff College | 1 | |
| (3) Army War College | 1 | |
| (4) Intelligence Staff Officers Course | 1 | |
| (5) Industrial College of the Armed Forces | 1 | |
| (6) National War College | 3 | |
| (7) Strategic Intelligence School | 3 | |
| (8) Naval War College | 1 | 12 |

b.



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c. Management

| | |
|--|---|
| (1) Advanced Management Program-Harvard University | 1 |
|--|---|

d. Language and Area

| | |
|--|---|
| (1) Program A | 2 |
| (2) Program C | 6 |
| (3) Program G | 5 |
| (4) Army Language School, Monterey, California | 4 |
| (5) Navy Language School, Anacostia, Md. | 3 |
| (6) FSI-Near East Language and Area Program | 6 |
| (7) FSI - Language | 4 |

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| | | | |
|------|--|---|----|
| (8) | Georgetown miscellaneous courses | 1 | |
| (9) | | 7 | |
| (10) | Miscellaneous Area Courses | 1 | |
| (11) | Miscellaneous Area & Language Courses | 4 | 43 |

e. Miscellaneous

2

TOTAL FULL-TIME EXTERNAL

106

4. Students presently in part-time external training: ✓

a. Defense School Lectures

| | | | |
|-----|--|----------|----|
| (1) | Industrial College of the Armed Forces | 14 | |
| (2) | Strategic Intelligence School | <u>1</u> | 15 |

b. Language and Area

| | | | |
|-----|----------------------------------|-----------|-----|
| (1) | Georgetown University | | |
| | SRA #28 | 9 | |
| | SRS I, Group 8 | 7 | |
| | SRS II, Group 7 | <u>4</u> | 20 |
| (2) | Georgetown miscellaneous courses | | 36 |
| (3) | Georgetown-Central Asian Program | | 10 |
| (4) | FSI Language | | 1 |
| (5) | Miscellaneous Area Courses | | 4 |
| (6) | Miscellaneous Language | <u>49</u> | 120 |

c. Clerical

| | | | |
|-----|------------------------|--|----|
| (1) | IBM - Washington, D.C. | | 17 |
|-----|------------------------|--|----|

d. Miscellaneous

45

TOTAL PART-TIME EXTERNAL

197

GRAND TOTAL

957

25X1

Registrar, OTR

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